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THE BULLETIN

of the

LOUISIANA LIBRARY ASSOCIATION

VOLUME 12

NUMBER 2

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PLANNING A LIBRARY

RICHARD C. MURRELL

Architect, Baton Rouge

THE function of any building is to adequately house the facilities for which it was designed and to dispense its services in the most efficient manner possible. In addition to these utilitarian aspects of good planning, should be found good design as well as beauty of form and materials. In a library, a building whose functions stimulate our desire for greater knowledge and culture, we envision all of these qualifications combined to a high degree.

A good solution, in planning a library, does not just happen; it is the result of many months of intelligent study by the Librarian, the Building Committee, and the Architect. It is also essential to consult with those who have completed similar projects and who have had the opportunity to evaluate what has been successfully arranged and, just as important, what mistakes have been made. It is impossible not to make some mistakes in every building, but a measure of progress is the recognizing and avoiding those made by others.

There has been an interesting evolution of library planning in this country from the early monumental horrors to the well-planned integrated units of today. One of the earliest solutions was the single great hall with tiered galleries divided into alcoves, each containing books all pertaining to a single subject. Then followed the romantic picturesque Romanesque style which was influenced by the famous architect, H. H. Richardson; nothing progressive developed from this style, which produced buildings that were inconvenient, forbidding, and poorly lighted. Not until the turn of the century was there any real advancement in library planning. The Italian Renaissance superceded the Romanesque and a more or less functional type developed which stipulated that the reading rooms were to be at the front and the stacks at the rear, closed to the public. Some of our most monumental libraries belong to this period; these are characterized by broad and impressive flights of steps, classic columns, domes, elaborate ornamentation, and a grand interior staircase leading to one great reading room and a group of carefully proportioned smaller rooms. We are inclined to overlook defects in the functional planning of this era when we see such beautifully designed and finished buildings, veritable Italian Palaces, as the Boston and New York Public Libraries.

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A great wave of library building began in 1897 when Andrew Carnegie inaugurated his program of building grants. There was a definite desire to have buildings more practical, but librarians had to fight continually against such handicaps as the general tendency of the times, the propensity for ornateness, and the rapid changes and expansion in libraries' services to readers. The resulting confusion as to purposes and methods made it almost impossible for librarians and architects to recognize basic relationships and principles and to translate these into a finished building.

The air was cleared somewhat in 1911 when James Bertram, later Secretary of the Carnegie Corporation, published the best library opinion of the day in the form of a simple memorandum of suggestions. This pointed out a few principles, discouraged architectural ornateness, and offered

some rather simple outline sketches, all of which resulted in structures more open, more flexible, and less expensive than those previously built. Large and open reading rooms and circulation rooms became the rule, and certain restrictions were modified which gave readers easier access to books. In 1918 the Carnegie Corporation decided to give no more building grants and communities and metropolitan areas were thrown on their own initiative to plan and further develop their library buildings.

The planning of each library building today is a separate and distinct problem from that of its neighboring city or community, but the essential basic principles are fairly well standardized as all deal with "(a) books, (b) people using them, and (c) the work of bringing books and people together most effectively and economically." There is a growing tendency in large municipal libraries, and more particularly in university libraries, to have separate reading and reference rooms for special subjects. This is certainly desirable but is not always possible because of increased maintenance and operating costs.

From the architect's point of view, the planning of a new library building would probably entail the following steps:

(1) A general discussion with the building committee as to the general overall requirements which have been determined after careful study and analysis by the librarian, staff, board of directors, and the chosen building committee. The amount of money available should be determined at this time.

(2) After the site has been selected, the architect is furnished with a plat of the property which should show the grades and contours of the land, location of streets, sidewalks, and all utility service lines such as gas, water, electricity, and sewerage.

(3) The Architect should then visit the site and familiarize himself with its immediate area, taking particular cognizance of the orientation and outlook of the property. The character of the immediate area or community may well determine the type and character of the architecture of the building.

(4) After a thorough study of requirements and site conditions, the architect develops the first preliminary studies. These may be revised over and over again until he feels that a satisfactory solution is reached. The preliminary plans are then presented to the building committee and the library for discussion, study, and revision. It is rare when the first preliminary drawings are approved. There may be many changes and rearrangements, but this is as it should be, since careful study and analysis at this stage may avoid serious and costly changes after construction has started. After this meeting, revisions are made, and the preliminary sketches resubmitted for further study and approval along with elevation sketches and perspective drawings.

(5) A budget should be prepared by the Architect for submission to the building committee. This should be a complete overall budget and should include estimated costs of (a) the building, (b) land cost, (c) site improvements such as walks, drives, landscaping, (d) furniture and furnishings, (e) all equipment, (f) books, (g) consultants' and specialists' fees, if required, and Architect's fees, (h) any other possible items of cost which might conceivably enter into the overall picture. The importance of this budget and of its adequacy cannot be overemphasized.

(6) After the "preliminaries" have been approved, the architect is ready for final drawings; his work at this stage becomes exact and technical, and structural and mechanical engi-

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neers are engaged for this phase. In large buildings separate sets of plans are prepared for these stages, but in small projects they may all be shown on the architectural plans. During the development of working drawings countless minor changes may develop, and it is essential that the architect meet periodically with the building committee to iron out any difficulties which may arise and to make decisions not anticipated previously.

(7) Specifications are begun as the working drawings are being completed. These embody necessary information for bidders, the general conditions under which the work shall be done, and a complete description of the workmanship and materials invelved in the construction of the

building.

(8) The librarian, building committee, and the architect should then have a "final" conference for the purpose of examining the completed specifications and blueprinted plans. This is the last chance to clear up misunderstandings and to avoid perhaps costly extras if changes have to be made after construction begins. At this conference the plans and specifications are approved with whatever final minor revisions may be suggested, and the architect is authorized to place them on the market for bids.

In this day of quickly fluctuating prices and unsettled labor conditions, it is wise to ask for alternate prices on the omission or substitution of several substantial material items in case the bids run higher than the budget al-

lowance.

(9) Several qualified contractors receive plans and specifications and bids are called for. These are publicly opened in the presence of the architect, the building committee, the contractors bidding, and other interested parties.

(10) It is a fortunate and happy situation when the lowest bid is within the allotted budget. Under these circumstances not much time elapses before the contract is signed and the building construction started. If it is too high, the low bidder is called in, and revisions are made to lower the cost if possible.

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If enough time and thought by qualified persons and groups, such as the architect, the librarian, heads of departments, and the building committee is given, as mentioned before in this article, the result should be a successfully functioning building, economically operated and maintained.

Concerning library architecture in general, the writer believes that there is no one particular style that definitely denotes a library building, but that, whatever the style, it should express the function of the structure. A library building should have a pleasing and inviting appearance which will encourage readers to enter. There should be large windows for the advantageous use of daylight. The plan should be such that, upon entering, one would immediately know where the main desk and general reading and reference rooms are located. Books should be in view, since they are the library's main commodity, and they should be easily accessible. The stacks should be open and centrally located—easily reached from all departments. In large libraries, special reading rooms house special collections; stack space should be available nearby for expansion of these special collections.

In this modern age, a library building should certainly be budgeted to include adequate artificial illumination, accoustically treated halls and reading rooms, and air-conditioning; books in stacks are best preserved by mechanical ventilation, or air-conditioning having humidifying and dehumidifying controls. Walls and floors should be of durable materials easy cir-

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To encourage its use, a library should be convenient, quiet, and comfortable. To function economically and "pay its way" it must be so arranged that a minimum number of workers can operate its services, avoiding the necessity of duplicating

personnel. This achievement is one result of careful planning.

With this in mind it cannot be too strongly stated that a library's success depends on the wholehearted cooperation and patient understanding of the librarian, the heads of various departments, the building committee, and the architect.

COLLEGE AND UNIVERSITY LIBRARY BUILDINGS

GARLAND F. TAYLOR

Librarian, Tulane University

The virtual abandonment of library construction during the war, and the heavy pressures to which greatly enlarged enrollments have subjected institutional libraries generally since the end of the war, have combined to encourage brisk activity in college and university library building projects within recent months. In our own Southwestern region, for example, according to information released by Mr. Guy R. Lyle at the meeting of the Southwestern Library Association in New Orleans a few weeks ago, there were eighteen college and university libraries either planning, constructing, or in the act of occupying new buildings; or anticipating or completing the remodeling of old ones.1 These projects range all the way from minor alterations and improvements, to the ambitious and costly new building programs at Rice Institute and at Oklahoma A. and M. College.

Mr. Edmon Low, librarian at the latter institution, participated in the College and Reference Section's Panel on library buildings at the Southwestern conference, and displayed some drawings of the structure which his

institution is erecting. This library is noteworthy as the first large library building in this region (so far as I am aware) to be conceived throughout on the modular plan.² Mr. Low called particular attention to two special problems encountered in the planning for this building. These he thinks extremely likely to come up in any typical college situation when the less conventional aspects of modular planning are first brought into prominence.

The first of these problems has to do with the difficulties which arise in the attempt to make a modular bulding conform to the prevailing architectural style of the campus cluster in which it will stand.

The second problem relates to the traditional insistence upon some degree of monumentality in academic library construction. For monumentality of the sort commonly (and often unfortunately) associated with library buildings in the minds of many administrators and librarians alike, is ill-suited to the essential require-

^{1.} Louisiana College has since announced its intention of building a new library; and there may be other instances of recently announced plans.

^{2. &}quot;Modular construction . . . simply denotes a structure made up of a series of regular spaces, usually cubes, and it has been employed in loft buildings and in office buildings for many years." William M. Randall, "The Constitution of the Modern Library Building," in Library Buildings for Library Service, Chicago, 1947, p. 199.

ments of sincere and consistent modular design.³

Both these problems are implied in the rather common remark that a library on the modular plan is likely to look too much like a factory, and too little like a library. Whether this point of view is logical or not is, for the moment, beside the point.

At Oklahoma A, and M., these problems are being solved in terms of compromise. The exterior of the building is being treated in such a way as to keep it in general harmony with its architectural environment (specifically through the use of applied and non-functional architectural embellishments); and the interior of the library contains some impressively lofty rooms. It is conceded that some sacrifice of strict consistency with modular principles is involved; but few of us could reasonably expect to avoid, in some degree, similar compromises on our own campuses, I imagine.

The comments and questions which followed Mr. Low's remarks were such as to suggest that there is a rather prevalent and deep-seated suspicion of modular library design on the part of college and university librarians in this region. This is one of the reasons why the Oklahoma A. and M. Library will attract continuing interest, and why it is likely to serve as a landmark in institutional library construction in our general section of the country. Many observers will also be much interested to see whether, as now appears probable, the cost of construction will equal, or even exceed, that of a comparable building of the more usual type.

The floor plans which I have seen

of the new building at Rice Institute show a building of somewhat more conventional design, but one which follows the trend toward abandonment of the distinct demarcation between areas for books and areas for readers. In the first-floor reading rooms for Technology and Liberal Arts the stacks are accordingly brought into the rooms themselves (though in blocks of concentrated ranges, rather than in widely distributed areas). Substantial segregated stack areas remain, however, and the flexibility which modular planning offers as one of its strongest features is accordingly wanting.

I should like to mention briefly three other buildings which are of potential interest to Louisiana librarians. These are the new libraries for Loyola University, New Orleans (under construction), for Mississippi State College, Starksville, and for the University of Mississippi, Oxford. The latter two are still in planning stages.

The Lovola building, of which an elevation and typical floor plan are here reproduced, is to be of brick with limestone trim, in collegiate Gothic style to match surrounding campus buildings. It will be two stories tall, reinforced concrete structural framing, with outside dimensions of 92 by 146 feet. The four stack tiers will have a rated capacity of 202,860 volumes, and will contain thirty-six carrells. Four hundred readers can be accomodated at one time. The building, which will be completely air-conditioned, is expected to be completed by the end of next summer. Its total cost, exclusive of movable equipment, is to be \$750,000.

In view of the tendencies demonstrated in recent library design, it is interesting to see that this plan apparently contemplates no special provisions for a reserve reading room, for subject reading rooms, or for a brows-

^{3.} There is a monumentality of another sort which is attainable through enlightened adaptation of modular elements. (See, for example, the article in the July, 1948 Architectural Record on the new library at the State College of Washington.) To the prevailing architectural taste, however, such designs are likely to seem almost revolutionary, or conspicuously unconventional at the very least.

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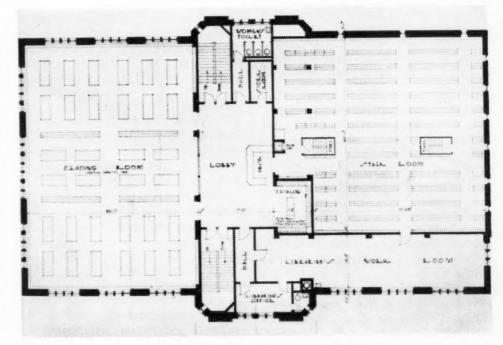
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ARCHITECT

LOYOLA UNIVERSITY LIBRARY
(Elevation)



LOYOLA UNIVERSITY LIBRARY

(Second floor plan)

ing room; and that the central service and access areas break the stacks and reading rooms squarely off from each other. The large second-floor reading room, shown in the cut, is exactly duplicated by that on the floor below (dimensions: 52 by 76 feet; 192 readers, maximum).

Tentative palns for the library at the University of Mississippi call for a structure 128 by 160 feet, with three main stories, a basement, and a penthouse. The anticipated cost of approximately \$1,250,000 will make unit costs about \$16.60 per square foot, or \$1.25 per cubic foot. Generous provision is to be made for carrells, and there are rooms designated for documents, typing, microphotography, reserve reading, reference, periodicals, general reading, subject libraries, classrooms, and seminars. A miniature browsing room looks as though it might have been added as an afterthought. The main floors are symmetrical in plan, with public areas surrounding an approximately square stack section on three sides. A sketch of the proposed entrance-front is reproduced herewith, along with the design for the first floor.

The preliminary plans for the Mississippi State College library building call for overall dimensions of 125 by 147 feet, a large ground floor, two main floors, and a partially developed third floor (five full, and one partial, stack tiers). Estimated book capacity is to be about 350,000 volumes. The typical floor plan is shaped like an H with a very heavy cross-bar. The legs, and the lower portion of the crossbar, are public areas; the upper portion of the cross-bar provides for the stacks. Separate rooms are proposed graduate study, microphotography, storage for duplicates, seminars, reserve reading, special subjects, general periodicals, and browsing. A long room on the ground floor (capacity, 112) is expected to do double duty as auditorium and study hall. Fifty faculty studies are contemplated.⁴

Careful examination of these and other recent library plans, and conversation with librarians and library architects, suggest some general observations:

1. We as librarians have need for a distinct and well-founded idea of what we want in our own buildings. We can hardly hold the architect responsible for our own failures in this regard. We also need to give far more than lip-service to the doctrine that libraries should be built from the inside out, and that function should to a much larger degree dictate structure, rather than the reverse.

I am aware of the fact that this is by now a trite notion; but I submit that it has too often received only mental acquiescence, and that practice has given the lie to our performance on this count.

- 2. Too much thought can hardly be given to the administrative and staffing problems likely to be created by a proposed plan. It is never sufficient to ask. Is it pretty? or is it ingenious and novel? without also asking, will it work? How will it work? How many people will be required to make it work? Some architects and college administrators seem disposed to lose sight of the grave importance of this phase of planning.
- 3. We might well better inform ourselves about library building problems, methods, costs, and the like. The librarian, without for a moment assuming an attitude of supercilious omniscience, should prepare himself to be an intelligent and effective collaborator with his administrative colleagues and architects, and to be a source of accurate and current infor-

The plans for both Mississippi libraries may, of course, be somewhat altered before construction is actually completed.

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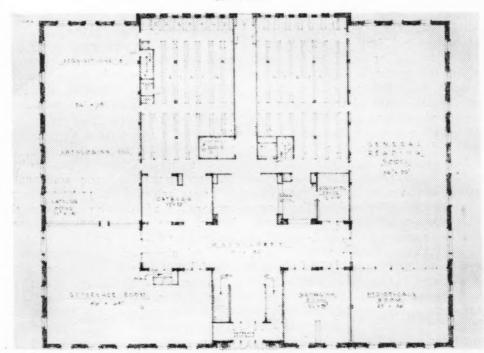
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UNIVERSITY OF MISSISSIPPI LIBRARY
(Elevation)



UNIVERSITY OF MISSISSIPPI LIBRARY

(First floor plan)

mation on the subjects which it is his duty to make known to the campus community in this connection. We need to be critically alert, in order to apprehend building problems wherever we see them. It is rather late to start after your building appropriation has already been approved.

4. We need to identify and to encourage members of our own profession who are experts in building design, and to exploit their special knowledge, both as individuals and as members of consulting boards and

committees. By the same token, we need to avail ourselves of architects who have proven ability or conspicuous promise in the highly specialized field of library design and construction.

Under any circumstances, but especially in these times of greatly increased building costs, we expose ourselves to the sharpest censure if we now fail to take the utmost advantage of every opportunity to improve and to increase the contributions which library buildings can make, and should make, to library service in our own communities.

PUBLIC LIBRARY BUILDING

JOHN HALL JACOBS

Librarian, New Orleans Public Library

Certain principles of planning library buildings remain constant, although adaptations change with the development of new materials, purpose of building, location and taste. Fundamentally the purpose of a public library building is to provide a meeting place for books and readers. When the primary objective is accomplished, minor considerations usually take care of themselves.

Several aspects of this principle immediately present themselves to a thoughtful librarian. The first factor is to achieve the minimum in cost of money and human energy in administering services to the public. This involves a plan for making the maximum number of books easily available to the reader. Second, the plan should make books so accessible that even non-book people will be attracted to them, luring such people from the street and directing them without personal guidance to the books. Third, opportunity should be provided for study within the building.

These were a few considerations followed in planning the Norman H.

Mayer Memorial Gentilly Branch of the New Orleans Public Library which is scheduled for opening early in 1949. An examination of the accompanying floor plan will reveal the efforts to meet some of the requirements suggested above. Please note that the central desk commands a view of the entire branch (meeting room excepted), including the patio which will be used for outside reading. The librarian's office on the second floor also provides a clear view of the entire area. Although the volume of business is expected to warrant more than one assistant, it is nevertheless possible for one attendant to adequately supervise the branch. The reference alcove, potentially the noisest place of a branch, is situated almost directly in front of the desk where the presence of the librarian will not only quiet enthusiastic teenagers, but will also place her conveniently near to lend a helping hand when needed. Browsing in the stacks will be encouraged but easily supervised from the vantage point of the desk.

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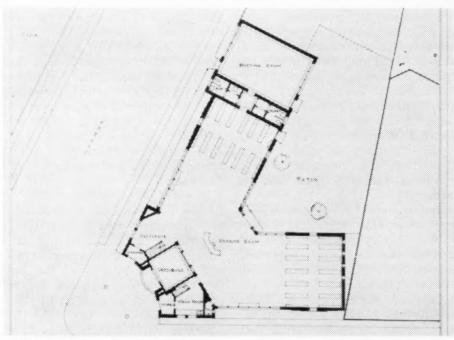
Departing from the plan used in other branches, we elected to reduce the wall space used for shelving in order to provide natural lighting to the floor on all sides and thus make the greatest use of lighting from the window spaces. We are also hopeful that the inviting interior will attract passers-by. The stacks were planned so that balconies may be installed later to provide for growth. Dressing rooms may be used equally well by patrons of the branch or visitors to the meeting room, and the meeting room is far enough from readers to prevent their being disturbed by discussion groups.

Attention has been given to furniture and fixtures so that a modern, light and fresh feeling will characterize the entire branch. Furniture of the lightest shade, with rounded corners and clean lines, window frames of metal, pastel interiors, and modern florescent lighting fixtures will accentuate this impression. Heat

will be provided by automatic recessed unit gas heaters and attic ventilation will be used. The exterior will be of yellow-white brick and construction stone.

Special display windows inside the vestibule and in the outside wall near the front door will express our theory that advertising pays. Provision has also been made to identify the building by outside signs which will be visible at night by lights strategically located.

Difficulties with leaking roofs on existing buildings led us to request a pitched roof instead of a built-up (flat) one, but since the architect could not plan the building we wished by using a pitched roof, we compromised on a twenty-year guarantee on the built-up roof. By the expiration of that time, however, someone else will face the problem of leaks! Experience has led us to demand a hatch for checking roof difficulties. Parapet walls often create



NORMAN H. MAYER MEMORIAL GENTILLY BRANCH, N. O. P. L. (Floor plan)

problems, hence the architect was threatened with dire calamity should leaks or falling bricks, result from the parapet. Copper gutters were specified and all attractive hazards were eliminated which invite youngsters to climb and "park commissioners" to congregate. The patio reading room is an experiment which will be watched with interest.

Attention is invited to the V plan which has been followed for the reasons indicated above and also because of the particular shape of the lot which was used. An interesting variation of the idea was used for a Los Angeles County Regional Library* where the patio is used for the entrance. This plan has certain advantages over ours, but our controlled patio reading room and meeting room are features which offer advantages worth considering.

*Library Journal, October 15, 1948, p. 1481.

L. L. A. EXECUTIVE BOARD

On November 1, during the convention of the Southwestern Library Association in New Orleans, the Executive Board called a meeting of all the L. L. A. members in attendance at the convention, to obtain their

opinions and advice.

The next day, November 2, 1948, Mrs. Florrinell F. Morton, representing the Baton Rouge Library Club, met with the board to discuss the club's project of preparing radio scripts for recruiting librarians. The board voted to enter into joint sponsorship of the publication of the scripts in booklet form, and appropriated \$450.00 for the purpose of publishing 3,000 copies. The booklets will be sold for 20c apiece, and it is anticipated that the income from their sale will amount to at least \$450.00. The booklet is to be submitted in competition for the 1948 Quarrie

At the invitation of the board, Miss Ruby Tanner, Miss Bernadine Glaser, and Miss Emily Spencer also attended the meeting. After a general discussion concerning the advantages and disadvantages of holding the 1949 annual convention in Lake Charles, the Board voted unanimously to hold the convention in that city; and the dates were officially set as April 2, 3 and 4. It was decided to

ask each person attending the convention to pay a voluntary registration fee of \$1.00. During one of the business sessions at the convention, the membership will be requested to enact measures which will make the payment of the registration fee obligatory in future years.

Miss S. Metella Williams was instructed to present to the membership, at the next annual meeting, several proposed changes in the Consti-

tution and By-Laws.

On Miss Mary Clay's recommendation \$31.45 was appropriated to her for printing membership blanks and membership cards and for postage.

The board instructed her to try to collect the six-months' dues which were lost to the association when, in 1947, the membership year was changed to coincide with the calen-

dar year.

The budget of the Recruiting Committee proposed by Miss Cazayoux was discussed, and \$250.00 was appropriated for the activities of the committee. Of this amount \$150.00 will be used to reprint the leaflet "Be a Librarian," and \$25.00 for the preparation of an exhibit of recruiting material.

It was voted unanimously to cash all three of the United States Savings Bonds owned by the association.

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ARCHIVES DEPARTMENT NEW ORLEANS PUBLIC LIBRARY

MARGARET RUCKERT Head of the Department

Have you ever entered a very old house with crumbling walls and plaster and felt that it was a complete wreck and wondered why it wasn't torn down years ago? You went over to what you knew was a fire-place and gingerly rubbed away the outer coats of dust and discovered it was made of magnificient carra marble while further brushing revealed it to be a thing of exquisite beauty which neither time nor hard usage could mar.

That is the feeling I experienced when I first went into the New Orleans Archives. Thousands of old dusty and dilapidated books were lined upon shelves or piled on tables. A more uninviting collection I have never seen-until I began to look into them. There were beautiful old manuscripts in inks as clear as the day they were written on paper faded to a lovely softness completely unrelated to decay or even discoloration. To open one of these volumes was like handling life itself-for just the most casual glance showed that this was living history. I had accepted archives work as a challenge, but after the first few weeks I knew that the challenge included a pleasure. The challenge would always remain as far as physical organization was concerned -but in the materials themselves there was an invitation presented to enjoy the most fascinating and rewarding work I had ever had a part in.

The Archives Department, as such is almost as old as the city, itself. In many of the early Spanish documents there is mention of the archives. There was probably an official archives during the French era preceding

the Spanish domination though the documents of this period are not in our collection.

From the beginning of the American period there was an archives and in 1854 it was recognized as an important city department and a custodian was appointed. From that time on, it was recognized as a separate department. When the W. P. A. came into being an attempt was made at formal reorganization of materials. Much of the material was bound and much that was in very bad condition was repaired.

A group of experienced translators were asisgned the task of translating the old Spanish and French documents into English. All of the most important works in the collection were translated and a great many items of lesser importance. These translations, for the most part were expertly done, beautifully typed and bound, and make up an important part of the collection.

In October, 1946, the archives was transferred by city ordinance to become a department of the New Orleans Public Library. This transfer was an important one and has great advantages for both the public library and archives.

First, the public library already had a large collection of Americana concerned with what is now Louisiana and Louisianana and is always interested in adding to it. A number of important items have been added in the last few years, and it is felt by the library administration and historians alike that all such materials should be made easily available and should be kept together.

The advantage to the archives it-

self are even greater. By becoming a part of the New Orleans Public Library, the department can be conducted according to standards of service and efficiency established by that institution. When the reorganization is complete, an accurate inventory will be available, materials will be more accessible, and therefore will receive greater use than was possible

under the old set up. Aside from availability and use, the most important advantage to the archives is the actual housing of materials. It has been conceded for years, that the quarters at city hall were unsafe and therefore undesirable for so valuable a collection. At the main library the most valuable materials can be kept in the fire-proof vault where they are completely safe. Though the bulk of material will not be locked away it will be equally safe housed in a steel and concrete building, shelved on steel racks making it comparatively fire-proof. By being housed on the ground floor level another hazard, the weight of the material, is eliminated which was a continual worry on the fourth floor of city hall.

When the transfer of the archives was effected there was much to be done in preliminary study before any reorganization of material could be made. The possibilities of using other established archives departments as models for our system were investigated. As far as we have been able to learn, a city archives collection is unique with New Orleans: all other archives are national, state

regional.

In assuming administration of the archives it was decided that the first step necessary to reorganization was the accessioning and cataloging of the collection. Preliminary to this, a knowledge of municipal governments of New Orleans was necessary. In the process of studying the many changes in government form, we made a chart showing the different types and dates of each. The various divisions and departments in each were listed, and as far as possible dates were established. This study took several months but by March, 1947, we were ready to begin cata-

loging.

Here we struck another snag. None of the existing systems of classification known to us would or could be applied to our unique collection. By this time we had established communication with many archivists, mainly by mail, but by personal contact with L.S.U. Department Archives and History, and the Mississippi State Archives at Jackson. We were unable to secure an adequate ready-made classification system, so we set about making our own. We considered several types and through the suggestions of two catalog librarians experienced in this field decided upon an alphabetical system. The details were worked out by the middle of April and we were ready to begin cataloging. Between that time and the end of 1947 more than 4000 volumes were completely cataloged and the classification system proved entirely adequate.

The archives materials may be diroughly into three large groups; ordinances, state and city records, and newspapers. Ordinance work consists principally of supplying copies of city ordinances to city and state departments and to individuals, and of keeping the stock of active ordinances replenished as they run low. This may sound like very dull work, but it has both its human and humorous aspects. New Orleans has the reputation of making more and observing fewer laws than any other city in the country and when you consider the great bulk of these ordinances it is easy to understand

the truth of this statement.

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City ordinances are numbered. If one numerical order were followed those being presented at the present time would probably be well past the million mark-a little unwieldy and very trying on law-makers and laymen alike. This difficulty is averted because each change in form of city government brought out a new series of ordinances, so we have C.S., N.C.S., A.S., C.C., C.C.S., each prefixing a series of numbers. The present series, C.C.S., has had the longest run because the Commission Council form of government has been in existence since 1913, and the ordinances in that series now number nearly 18,000.

Though new laws are being constantly written, many of those long since defunct have never been repealed and many others, dating back to the C.S. series from 1852 to 1866 and A.S. series from 1870-1882, are still active even though slightly obsolete. It is because of these series designations that humorous incidents occur. I will give one example of an amusing case. A prosperous and prominent lawyer was charged with a minor traffic violation but in the written charge instead of mention of the particular violation the number of the ordinance which was broken was given-but from the A.S. series. When the lawyer came for a copy of the ordinance he found, much to his amusement that the ordinance he was charged with breaking, concerned vagrants in New Orleans. The same number in the C.C.S. series pertained to traffic violation.

The most interesting part of the archives is the collection of city and state documents. There are no documents from the period of French domination, 1719 to 1769, and it is very probable that when the transfer was made from France to Spain, the French officials sent all the records either to France or to Canada.

Our records date from the beginning of the Spanish period, 1769, and there is a complete file of the "Records and deliberations of the Cabildo," records of Spanish law suits and many individual papers of Spanish government officials. All of these materials are in manuscript, many of them exquisitely written and for the most part, in an excellent state of preservation. The papers of the American period date from the beginning of the negotiations for the Louisiana Purchase, 1803*, making an unbroken record of New Orleans history from 1769 to the present time.

The early American period is represented by the "Conseil de Ville," the minutes and proceedings of the city council; resolutions and ordinances; the messages of the mayors of New Orleans and many miscellaneous documents. All of these are in manuscript and the language used is predominently French. During the period of the three municipalities, 1836-1852, the papers of the first and third municipalities and of the general council are in French and those of the second municipality (the American city) are in English. This period also saw the beginnings of the City of Lafayette, the Borough of Freeport which later became the City of Jefferson, and the City of Carrollton. Many of the early documents of these communities are in the archives. These, too, are in manuscript and the language is English.

Most of the early papers have been bound, and during the W.P.A. era work was begun translating those in French and Spanish into English. By the time the department was transferred to the public library all of the important items had been completely translated, typed and bound. We feel only one regret concerning them, that

The transfer of the Louisiana Territory back to France was consummated just a few months before the purchase of the Territory from France. (Editor).

at least one carbon copy of each was not made.

Up to this time*, the shelf list has not been completed, so we cannot give the exact extent or scope of materials. However, it can be stated that reports and papers of most of the city departments are included and it is probable that some of this material will be discarded. For instance, there are a tremendous number of financial records—day books, cash books, ledgers and reports, each duplicating the information carried in others. Some of these will, in all probability, be eliminated.

Among the interesting miscellany in manuscript form, are policedockets, cemetery records, registers of ship arrivals and departures, and records of indentures. To be really useful, all of these will have to be carefully indexed, and there are extensive plans for this work during the

coming years.

The third division of the collection is the newspaper file. This includes a large file of New Orleans papers starting with the **Louisiana Gazette**, 1804, almost continuous to the present time. There are few periods that are not represented by one paper or another in the file. There are also a few volumes of papers of the cities of Lafayette, Jefferson and Carrollton.

It is interesting to follow the development of newspapers and to note the changes in format and content. The early papers carried very little local news; the limited space was devoted to advertisements, shipping news, "foreign" news (and this included anything north of Baton Rouge), and some gems in political sarcasm. There were no headlines as we know them and no illustrations. Instead of headlines, short captions were used at the beginning of each article, and many of these are ingenious and at times, amusing. The *Written in 1947.

"foreign" news was usually obtained from letters brought in by the ships and doubtless the editors often had cause to question the veracity of their sources. Hence we see in the Louisiana Gazette. May 11, 1811, the caption: Distressing If True, followed by a rumored report of the defeat of the French army by Wellington.

Another caption in the March 19, 1811, issue of the same paper refers to **A Horrid Murder.** This was the story of a North Carolina woman, who, while trying to take possession of her property, was shot by the previous owner.

Some of the articles, which were of a serious nature when they were written, are highly amusing at the present time. The following is also from the Gazette, Nov. 1, 1811. There is no heading or caption. (The underlining is the policy of the paper; the parentheses are mine): "The pernicious and dangerous practice of flying kites has commenced this fall with more than the usual quantity, to the great annoyance of the citizens. It is in the recollection of many, the accident that happened to Mrs. Morris last spring, by a kite coming in contact with her horse and chaise; and many others have narrowly escaped. We call upon the police officers to enforce the corporation laws, as relates to this evil practice, a practice that not only endangers the lives of the ladies and gentlemen riding in carriages, but (and note this very carefully, for it seems to be the real crux of the matter) it draws off a number of coloured servants from their work, and takes the attention of the boys at school from their work."

The newspaper file is one of the most fascinating collections in the entire library collection, and one can be absorbed for hours on end delving into it. For instance, the old ined

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Picayune carries the despatches of George W. Kendall, the first foreign correspondent in this country. The story behind these despatches is interesting. Kendall was commissioned to send reports of the Mexican war to the government at Washington. Kendall was also one of the founders of the Daily Picayune and one of the leading newspapermen of his time. He prepared excellent reports on the progress of the war and sent them for release by the government. However, he routed his despatch riders through New Orleans, where the reports were first delivered to the **Picayune** office and then sent on to the nation's capital. Thus all of the Mexican war news was read by Orleanians at least three days before anyone else in the country, including the government officials.

By the middle of the 19th century more local news was appearing in the papers, but the methods of presentation were vastly different from what we have come to expect of news reporting today. The Victorian era is characterized by a polite manner of handling scandals and the suppression of important names. The names of women-those who were considered at any rate—did not appear in print. And men's names appeared only in connection with politics or business. For any name to be published in a story which could be considered even slightly scandalous was a stigma to the entire family even down to third and fourth cousins. As for example in a full column story about a respectable elderly gentleman who was the victim of the "Badger" game; full details of the story are given, including the amount of loot two thieves took from him in jewelry and money. All detail is given except the names. At the end of the long drawn out account there is a brief paragraph which states that because the old gentleman is a respected citizen of wealth, and because the editors feel sure he has been sufficiently punished and has "learned his lesson," and because of the disgrace it would be to his family, his name is being withheld. How different from present day reporting! The more important the name the bigger the story!

The profuse use of pictures is apparent in the 1890's and headings and subheadings became more elaborate. The first photographs appear in the Picayune in November of 1900. Large headlines also came into use toward the end of the 19th century. The first one in the archives is in the Times Democrat, March 26, 1898, where spread across the page in five-eighth inch letters appears: Blown Up by Spanish Treachery. The entire first page is devoted to the sinking of the battleship Maine. Beneath the initial headline, which is full seven columns in length, follows, in the form of an inverted pyramid:

A POWERFUL SUBMARINE MINE WRECKED THE BATTLESHIP MAINE

That Is the Finding of the Court of Inquiry

Widespread or daily use of full page headlines did not come until some years later, but the more sensational or dramatic papers used them when news of tremendous importance occurred.

I have only scratched the surface of the materials and interest of the achives collection, such is the volume of it. I have been working in the department for almost a year, but until the shelf-list is completed, and the indexing is begun, it will not be possible to gauge the real significance and worth of the New Orleans Archives.

SIMSBORO HIGH SCHOOL LIBRARY

MRS. MORELLE EMMONS Librarian

The Simsboro High School Library is on the second floor of a new building, a steel-brick veneer structure of modern design. The library is located on the east end and extends eight feet beyond the north wall. This provides one window on the west, four on the north, twelve on the east, and six on the south. Each window has six large panes and extends to the ceiling. The steel frames of the lowest section open to the inside; and the center ones open to the outside. Perfect ventilation is possible with this arrangement. The north extension of the room and the expansive window space afford ideal natural lighting.

There are two entrances from the hall.

The reading section for high school students is to the left of the main hall entrance. It is 22 feet wide and 40 feet long, and serves 71 high school and eighth grade pupils.

The elementary section is to the right of the direct entrance and serves 37 students. Its dimensions are

36 feet by 22 feet.

An east wing adjacent to the elementary section provides space for the work room and conference room.

A sink, cabinet space and shelves make the work room a very useful and convenient part of the library. Shelving above the cabinets and movable sections against the walls serve as storage space for magazines. Periodicals indexed in the Reader's Guide are kept for reference. This room is 13 feet long and 8 feet wide.

Two large plate glass sections in the partition separating the conference room from the library proper provide adequate means of supervision. This room is 8 feet by 9 feet, allowing room for conferences of as many as six conveniently.

The reading tables, librarian's desk and chairs in the library and conference room are light oak. The tables in the high school reading section are all of one height. Those in the elementary are of different heights for various age groups. All the tables have the same top size, 5 by 3 feet.

A card catalog file and a steel cabinet for materials are in the south end

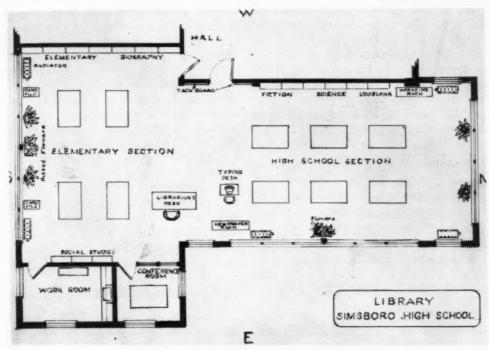
of the elementary section.

The newspaper rack and the magazine stand are recent additions to the library, having been constructed by the school janitor. All book shelves are adjustable, and are finished in light jade green, as are the wood work, magazine stand, and newspaper rack. The walls and ceiling are painted ivory. This light finish and the numerous windows allow excellent natural lighting. An efficient lighting system provides proper light on cloudy days. The connections nearest the windows have 300-watt bulbs; those near the walls have 500-watt bulbs.

Cork bulletin boards on either side of the main entrance afford generous display space. Five gas-steam radiators make the entire library very comfortable in the coldest of weather.

The floor is covered with asphalt tile in shades of brown, brick-red, and tan.

When plans were being made for the construction of a new school building in Simsboro after the old one was destroyed by fire in November, 1945, Miss Sue Hefley, supervisor of school libraries, was called in as a consultant. Her suggestions for a conference room and work-storage room were included in the library plan.



SIMSBORO HIGH SCHOOL LIBRARY

(Floor plan)



SIMSBORO HIGH SCHOOL LIBRARY
(High School reading section)

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for age ary As acting librarian, I have found these two features indispensable for effective and independent work on the part of students. One conference room is adequate for Simsboro. It is used for small group discussions, committee meetings, and individual study. I believe that more efficient service can be rendered students when such a room is at their disposal.

Grades 1-5 in Simsboro are not served directly by the library. All books and materials are in the classrooms. Records of the books are kept in the library.

Books for grades 6-12 are housed

in the library. Grades 6-7-8 check quantities of materials out at once for unit work or activities in Science and Social Studies, thus doing most of their reading in the class room. The students are then able to work under the supervision of the teacher who makes the assignment.

At the present time no audio-visual aids are kept in the library. Films are borrowed from La. Tech and are handled through the principal's office. In the near future an effort will be made to purchase some film strips and records. These will be processed and kept in the library for use throughout the school.

*The count of windows does not seem to tally with plan. Editor.

MEMBERSHIP DUES

Please remember that the membership year now begins on January 1, and that membership dues are due and payable at that time.

The Executive Board is trying to guide the Association in an active program of library development in the state, and at the same time is making every effort to conserve funds.

In the future only one issue of the *Bulletin*, the January issue, will be mailed to members after dues have lapsed. This is a caution to pay dues immediately so that your name will be on the active membership list to receive the March number of the *Bulletin*.

Thank you in advance for cooperating in this matter as effectively as you have cooperated in all other matters.

YOUR EXECUTIVE BOARD.

A. L. A. POSITIONS

Sue Hefley is the president of the A. L. A. Division of Libraries for Children and Young People.

Norris McClellan is business manager for Top of the News, the publication of this division.

A South American Journey

Margaret M. Herdman will take a South American trip the second semester, but the Bulletin will be out as usual. Hilda Fuller will edit the March issue; and Mattie Sue Mounce and Lucille Carnahan, the May number.

RECRUITING NEWS

The November issue of the Bulletin presented to you a library activity which is receiving top priority by national and state associations this year. To activitate this program a Recruiting Committee, made up of representatives of all types of library service has been appointed. Members of the committee are Vivian Cazayoux, chairman, Sue Hefley, Norris McClellan, Hilda Fuller, Kay Werner, Mrs. Ernest Gueymard and Leonard Oppenheim.

The committee has prepared an exhibit of material for recruiting, which includes books and pamphlets on librarianship, pictures of librarians at work, and attractive posters. If you would like to use the exhibit in your library or know anyone who might like to use it, please notify the chair-

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man of the committee, at the Louisiana State Library. After you have seen the material, you probably will want to select some of it to order and keep on file in your library.

The brochure, "Be A Librarian," revised edition will be available by January, 1949.

Films, which have proven their effectiveness in other fields, are also available on libraries and librarianship. "Librarian"—available from the Film Libraries at Southwestern Louisiana College and Northwestern State College.

"Books and People—The Wealth Within"—Available from the Louisiana State Library.

The Library Recruits Student Nurses

Frances L. Moak has an article in the October 1948 number of *Nursing Education* on a recruiting program for nurses planned and carried out jointly by the library staff and office of admission of the New Orleans Charity Hospital. If it is as effective as her article pictures, it may be one cause of the limitation of prospective librarians! The plan includes the states of Louisiana, Mississippi, Texas, Alabama, Florida, Georgia, and South Carolina.

Have You Moved?

Several copies of the November and January *Bulletins* could not be mailed because of incorrect addresses.

If your *Bulletin* is incorrectly addressed, if you do not receive it regularly, or if you are planning to move soon, *please* send the correct address to the Business Manager of the *Bulletin*.

BULLETIN MARCH ISSUE

The first literary number of *The Bulletin*, to be issued in March, 1949, will publish for the first time the original writings of librarians in Louisiana on subjects not in the field of library service. Many librarians in this State have real literary talent and have written poems, short stories, essays, reviews and criticisms. Some have been published; some have not been published.

The editorial board wishes to provide an opportunity for the publication of unpublished works and new contributions and requests the support of all librarians of what should be a very interesting and valuable number of *The Bulletin*.

Please submit manuscripts to the acting editor not later than February 1, 1949.

Hilda Caroline Fuller

PEOPLE AND PLACES

Edited by MATTIE SUE MOUNCE

Assistant Reference Librarian, Louisiana State Library

To celebrate the opening of the enlarged and remodelled headquarters library in Rayville, the Richland Parish Library recently held open house with the presidents of the women's clubs of the parish as hostesses. Assistant hostesses were Mrs. R. R. Rhymes, member of the Library Board of Control, Mrs. Lellah H. Lyle, librarian, Jessie Mae Warren, Mrs. E. E. Keebler, and Betty Jane Graham.

During the summer a workshop in school library service was held at Southern University. Mrs. Camille Shade, librarian, Southern University, was workshop director, while Evelyn Peters, Supervisor of School Libraries for Orleans Parish, was chief consultant. Twenty librarians and teachers attended.

In addition to the workshop which was made possible through funds from

the General Education Board, the Board has also made possible the granting of scholarships for the study of library science during the summer of 1948 and for conferences in library services during the fall, according to Sue Hefley, Supervisor of School Libraries for the Department of Education.

School librarians have formed a number of groups to work together for more adequate school library service. Mrs. Alienne Hofmann, librarian of Winnfield Elementary School, has been named leader of the Winn Parish group, and Irma Spillman, librarian, Vinton High School, is leader of the Calcasieu Parish group.

Georgette Richard, visiting teacher and supervisor of language arts and library services, Ascension Parish, has been named as a member of the statewide committee on teacher education and certification.

Mrs. Miriam G. Reeves, formerly cataloger for the Law Library of Louisiana, New Orleans, has been named librarian for the State Department of Education.

A materials center is being established to serve the schools of Richland Parish. Mrs. D. M. Tomb, formerly principal of the Holly Ridge Elementary School,, will direct the center.

The materials centers, East Baton Rouge Parish and Caddo Parish, have agreed to participate in the state-wide program of evaluation of 16mm films prior to purchase by the State Department of Education for the six film depositories serving the state.

Barbara Nix, formerly assistant librarian at Charity Hospital Patients and Medical Library, New Orleans, replaces Mrs. Patricia Lang at Loyola University. Mrs. Lang has left to teach English in the high school at Aruba, Dutch West Indies. Mrs. F. J. Hotard, a graduate of LSU Library School, is replacing Miss Nix at Charity Hospital, according to Odette Dol-

honde, librarian, Mrs. Hotard has recently been employed at LSU Library, and during the war, as a WAC, was in charge of the aviation cadet library at Santa Anna, California.

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According to Mrs. Dorothy B. Skau, librarian, Southern Regional Research Laboratory, New Orleans, Dorothy Gillespie, formerly with the army hospital library in Arkansas, has transferred from the Louisiana Branch of the Department of Agriculture Library in the Federal Building, New Orleans, to the New Orleans Branch of the Department of Agriculture Library.

Mrs. Hazel Forte, librarian, International House, announces that Mrs. Patsy Sharron Karr is the new sec-

retary-receptionist there.

Mrs. Harvey L. Marcoux has recently been appointed librarian at the School of Commerce, Tulane University.

Mrs. Patricia Motte Segleau has returned from New York where she was librarian at the American Machine and Foundry Company and is now librarian in the College of Pharmacy, Loyola University.

Selma Villarrubia, Law Librarian of Louisiana, attended both the convention of the ALA in Atlantic City and that of the American Association of Law Libraries in New York.

Eleanor Conrad of Baton Rouge, a graduate of Columbia University Library School, is now children's librarian of East Baton Rouge Parish Library. Before returning to Baton Rouge, Miss Conrad was employed in the New York Public Library system.

Mrs. Max Schenker, librarian, East Baton Rouge Parish Library, was recently made an honorary member of the Lions Club of Baton Rouge. This local club has always interested itself in the library's activities and so honored the librarian.

Mae Rose Robertson has recently returned to Louisiana from Europe

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after two years there as an army librarian.

Mrs. Rosiland Dugdale returned this year to her former position as librarian at Bastrop High School.

According to Bess Vaughan, librarian, Shreve Memorial Library celebrated its 25th birthday on December 6. Silver anniversary week, December 5-11, was ushered in with a tea and open house held at the library Sunday afternoon, December 5. The remainder of the week was devoted to an interesting series of lectures, exhibits, and discussions sponsored by Shreveport's women's clubs.

Mrs .W. H. Newman is the new secretary at Shreveport Memorial Library. Another new staff member at Shreve is Margery Wyche, children's room assistant. Miss Wyche, whose home is in Shreveport, was formerly with the Red Cross in Pensacola, Florida.

Gray Gillam, on the staff of Southeastern Louisiana College, served as
acting librarian of the Pasquotank,
North Carolina, County Library during the summer. Marjorie Miller returned to the staff of Southeastern
in the fall as cataloger after receiving
her degree in library science from the
University of North Carolina. Dorothy Robinson, on sick leave from
Southeastern, is being temporarily
replaced by Mrs. Myrtle H. Erven.

Anna Davis, librarian, Southeastern Louisiana College, attended the annual library institute at the University of Chicago last August. The subject was "Education for Librarianship."

The Washington Parish Library Board of Control recently adopted a salary schedule affecting all members of the staff, both full-time and parttime, reports Helen Dykes, librarian. "Local papers gave this library excellent publicity during Book Week, continues Miss Dykes. "A daily paper used pictures and stories on its front

page every day, while local merchants have generously loaned window space for six Book Week displays in *Bogalusa* and *Franklinton*."

Clara Ann Griffon (B. S. in L. S. U., 1933) has been appointed acting librarian of the Pointe Coupee Parish Library with headquarters in New Roads.

Adele Martin succeeds Mrs. Consuella P. Winder as librarian of the Negro Branch of the Louisiana State Library located at Southern University.

The Iberia Parish Library Demonstration ended on the 31st of October when the library was officially turned over to the parish board by the Louisiana State Library. The special library tax of two mills which was voted in July will yield about \$45,000 or about \$1.25 per capita. At the meeting of the Library Board in October the staff which worked during the demonstration was appointed. The professional staff is Elizabeth Cammack, librarian; Ruth Lefkovits, assistant librarian; Louise Risley, librarian of the New Iberia Branch; and Mary E. Collins, cataloger. Miss Collins, who joined the staff in November, was formerly on the staff of the Brooklyn Public Library.

Mrs. Willie Lee McGowin, formerly a school librarian in Boyce and in Avoyelles Parish, joined the staff of the Rapides Parish Library in September. Kathryn Adams, librarian, Rapides Parish Library, reports that the library board has a new president and a new member. DeWitt James was elected president; Mrs. L. O. Crews of Buckeye is the new member. The theme of the exhibit of the library at the Rapides Parish Agricultural Fair sponsored by the Rotary Club was "Books for Every Hour." The display consisted of a large clock with types of books opposite the numbers. A series of discussion groups on the United Nations has been held at the Community Branch in Alexandria. Similar meetings were held during December at the Tioga Branch, and during January they will be at the Lecompte Branch.

James Hall, a 1948 graduate of Southwestern Louisiana Institute, is the new bookmobile driver at Calcasieu Parish Library. Reva Jones, bookmobile librarian, was married in November to J. B. Chesson of Lake Charles.

A ceiling projector and eighteen books have been given to the Ouachita Parish Public Library by the North Monroe Lions Club, reports Frances Flanders, librarian. Three members of the Library Board of Control accompanied Miss Flanders to the Southwestern Library Association meeting in New Orleans. They were Mrs. Bernard Biedenharn, Chairman; Mrs. O. N. Reynolds, and A. G. McHenry.

The Milton H. Latter Memorial Library, newest branch of the New Orleans Public Library, was dedicated on October 31 during the convention of the Southwestern Library Association. Gift of Mr. and Mrs. Harry Latter in memory of their son who was killed at Okinawa, the branch is one of the "show places" of New Orleans, with several outstanding features including a phonograph record collection with two listening rooms, an art display room, an assembly room accommodating 125 people, and both inside and outside story hour rooms for children. In charge of the library is Helen M. Hart, assisted by Elizabeth Shoughro, and Mary Joan Gonia. Visitors to the city are cordially invited to stop by at 5120 St. Charles Avenue. The hours are 10 a. m.-8 p. m., Monday-Friday, and 9 a. m.-1 p. m. on Saturday.

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The Archives Department of the New Orleans Public Library has received a long-awaited set of steel stacks, and hence it is now officially "on exhibit" for the first time since it was opened in the fall of 1947.

LOUISIANA LIBRARY ASSOCIATION MEMBERSHIP

Abbott, Edith, Assistant, East Baton Rouge Parish Library, Baton Rouge, La.

Abramson, Debora R., Assistant State Librarian, La. State Library, Baton Rouge, La.

Acadia Parish Library, Crowley, La. Adams, Kathryn, Librarian, Rapides Parish Library, Alexandria, La.

Alben, Mrs. A. O., Asst. Librarian, Centenary College Library, Shreveport, La.

Arceneaux, Lucille, Librarian, Lafayette Parish Library, Lafayette, La.

Atkinson, Mrs. Thomas C., Louisiana State Library, Baton Rouge, La.

Bahlinger, J. Andrew, Treasurer, Board of Control, East Baton Rouge Parish Library, Baton Rouge, La.

Baker, Mrs. R. A., Webster Parish Library Board, Minden, La.

Barbie, Wilma, Assistant, Lafayette

Parish Library, Lafayette, La.

Barrett, May, Asst. in charge Algiers Branch, N. O. Public Library, New Orleans, La.

Barham, Mrs. Joseph W., Morehouse Parish Library Board, Durall Plantation, Oak Ridge, La.

Bass, Dorothy, Louisiana State Library, Baton Rouge, La.

Bass, John, Member Bossier Parish Library Board, Benton, La.

Beaty, Mrs. Ellen B., Medical Librarian, U. S. Medical Hospital, Carville, La.

Bentrup, Mrs. W. C., Stephens Memorial Library, S. L. I., 106 Seville Blvd., Lafayette, La.

Berly, Kathryn, Librarian, Minden Elementary School, Minden, La.

Berry, Nora, Springhill Branch Librarian, Springhill, La.

Bethard, Henry, Chairman, Louisiana

State Library Board, Coushatta, La. Biedenharn, Mrs. Bernard, Chm. Ouachita Parish Public Library Board of Control, 1303 North 3rd St., Monroe, La.

Bienvenu, C. A., Rev., Acadia Parish Library Board, Church Point, La.

Blackwell, W. T., Morehouse Parish Library Board, Mer Rouge, La.

Blessey, Marion, Reference Librarian, L. S. U. Medical School, New Orleans 13, La.

Boone, Inez, Assistant, Shreve Memorial Library, 1053 College St., Shreveport, La.

Bond, Dewey D., Member Library Board of Control East Baton Rouge Parish Library, 546 N. 3rd St., Baton Rouge, La.

Borne, Mr. L. A., Lafourche Parish Library Board, Raceland, La.

Bossier Parish Library, Benton, La. Boswell, Mr. A. J., Madison Parish Library Board, Tallulah, La.

Bowie, Esther, Librarian, Warren Easton High School, 3019 Canal St., New Orleans, La.

Boyd, Helen, Librarian, Louisiana Branch U. S. Dept. of Agriculture Library, 1018 Federal Office Bldg., New Orleans 12, La.

Bradford, Katie M., Librarian, Columbia High School, Columbia, La.

Bradford, Mary, Asst. Adult Dept. New Orleans Public Library, New Orleans, La.

Breaux, Candide, Librarian Loreauville High School, Box 294, Loreauville, La.

Breeden, James M., Member Tangipahoa Parish Library Board, Kentwood, La.

Brignac, Etta, Teacher-Librarian Dutchtown High School Dutchtown, La.

Brock, Eloise, Librarian, Natchitoches Parish Library, Natchitoches, La.

Brooks, Miss Claude M., Librarian Hammond Branch, Tangipahoa Parish Library, *Hammond*, *La*.

Broussard, Olan, Acadia Parish Li-

brary Board, St. Joseph Church, Iota, La.

Brown, Mrs. Mildred, Librarian, Bastrop Central School, Bastrop, La.

Brumfield, Welton H., Tangipahoa Parish Library Board Member, 507 Laurel St., Amite, La.

Builteman, Elizabeth, Librarian Madison Parish Library, Tallulah, La.

Burns, Mrs. Anna Cannady, Extension Dept., Louisiana State Library, Box 131, Baton Rouge, La.

Callaghan, Rosilia H., Librarian School of Journalism, L. S. U. Baton Rouge, La. (deceased).

Cammach, Mrs. Beatrice, Librarian, Jena High School, Box 667, Jena, La.

Cammack, Elizabeth, Librarian,, Iberia Parish Library, New Iberia, La.

Camp, Mabel, Librarian, Haynesville High School, *Haynesville*, La.

Campbell, Mrs. Ruth, Librarian, Louisiana Collection, L. S. U. Library 821 Boyd Ave., Baton Rouge, La.

Carlisle, Ovelia, Librarian, Pioneer High School, Pioneer, La.

Carnahan, Mrs. Lucille T., Librarian, Natchitoches High School, Natchitoches, La.

Carnegie Library, Lake Charles, La.

Carstens, Jane Ellen, Asst. Librarian, Hamilton Training School, S. L. I. Lafayette, La.

Catlett, Patricia, Asst. Librarian, Southeastern La. College, Hammond, La.

Cazayoux, Vivian B., Cataloger, Louisiana State Library, Box 131, Baton Rouge, La.

Cecilia Moore, Mother, O. S. U., Librarian, Ursuline College Library, 2635 State St., New Orleans 15, La.

Chouest, Mrs. Loretta McCabe, Asst. Principal, Golden Meadow High School, Box 58, Golden Meadow, La.

Clark, Agnes R., Asst., Natchitoches High School Library, 114, Boyd, Natchitoches, La.

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Clarke, Mrs. Velma L., 7 Keever St., Sulphur, La.

Clay, Mary H., Librarian, Northeast, Jr., College, L. S. U., Box 693, Monroe, La.

Clay, Mrs. Maude Oakland, Army Librarian, Hq. Kobe Base, Special Service Section, APO 317, c/o Postmaster, San Francisco, Calif.

Cohn, Henry Louis, Member, Board of Control, East Baton Rouge Parish Library, 1712 Hood St., Baton Rouge, La.

Coltharp, Jennie Sue, Librarian, Metairie Park Country Day School, Park Road at Duplessis St., New Orleans 20, La.

Concordia Parish Library, Ferriday,

Conniff, John R., Vice-Chairman, New Orleans Public Library Board, 2715 Joseph St., New Orleans 15, La.

Cook, Tressie, Readers Adviser and Asst. Professor of Library Science, S. L. I., Box 27, Lafayette, La.

Cooper, Lola, Asst. Librarian, Ouachita Parish High School, Monroe, La. Corbin, Ruth M., Superviser Law Li-

brarian, L. S. U., Baton Rouge, La. Cowart, Annie M., Librarian, Livingston Parish Library, Albany, La.

Cox, Mrs. Hilda Strauss, Librarian, Rabouin Vocational School, 727 Carondelet St., New Orleans, La.

Clark, Ruth, Librarian, Lake Charles High School, Lake Charles, La.

Culbertson, Louise, Asst. Adult Dept., New Orleans Public Library, New Orleans, La.

Culver, Essae M., State Librarian, Baton Rouge, La.

Cunningham, Nell, Caddo Parish Librarian, Shreve Memorial Library, Shreveport, La.

Cusimano, Virginia, Asst. in charge, Royal Branch, New Orleans Public Library, New Orleans, La.

Dahlberg. Deloris, Librarian, Winnsboro High School, Winnsboro, La.

Daniels, Mrs. Will C., Librarian, Laboratory School, L. S. U., Baton

Rouge, La.

Davis, Anna P., Librarian, Southeastern La. College, 723 E. Charles, Hammond, La.

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Davis, May, Librarian, Bogalusa High School, Bogalusa, La.

DeGrummond, Mrs. Lena Young, Librarian, Terrebonne High School, Houma, La.

DeSoto Parish Library, Box 672, Mansfield La.

Dolhonde, Odette, Librarian, Medical and Patients Library, Room 17, First Floor, Charity Hospital, New Orleans, La.

Doll, Corinne, Catalog Dept. Tulane University, New Orleans, La.

Dolores Mary, Mother, O. S. U., Ursuline Academy Librarian, 2635 State St., New Orleans, La.

Dreher, Mrs. Gertrude C., Lib., Morgan City Library, 926 Second St. Morgan City, La.

Ducok, Mrs. Elaine G., Librarian, Marksville High School, Marksville, La.

Dufreche, Mrs. Susie, Elementary School Librarian, Ponchatoula, La.

Dugdale, Mrs. Roselyn Kemp, Lib., Bastrop High School, Bastrop, La. Duncan, Dorothy Celeste, Box 489,

DeRidder, La.

Dupre, Edith C., Lafayette Parish Library Board, 128 Cherry St., Lafayette, La.

Durand, Norma, Stephens Memorial Library, S. L. I., 1302 Johnston St., Lafayette, La.

Durrett, Mabel, Librarian, Hamilton Terrace Jr. High School, Louisiana Avenue, Shreveport, La.

Dykes, Helen T., Librarian, Washington Parish Library, Franklinton, La.

Dyson, Mrs. Harold F., Senior Reference Librarian, L. S. U. Library, Baton Rouge, La.

Dyson, James W., Librarian, Loyola University, New Orleans 15, La.

Eaton, Dr. Andrew J., Associate Director, L. S. U., Library, Baton Rouge, La.

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Ebeling, Floretta, Asst. Catalog Dept. New Orleans Public Library, New Orleans, La.

Edgar, C. S., Edwin Allen Representative, 1510 N. 15th A St., Waco, Texas.

Elston, Mr. P. M., Member Bossier Parish Library Board, Benton, La. Enloe, James T., Member, L. S. U.

State Library Board, Mansfield, La. Farr, Mrs. Sybil Y., Librarian, Istrou-

ma High School, 260 Maximillian, Baton Rouge, La.

Farrell, Sallie J., Field Worker, Louisiana State Library, Box 131, Baton Rouge, La.

Farris, Robert O., Board Member, Tangipahoa Parish Library Board, 300 East Thomas St., Hammond, La.

Faulk, Mrs. Ella Lee, Librarian, Jennings Public Library, Jennings, La.

Ferguson, George Rose (Miss), Librarian, Terrebonne Parish Library, Houma, La.

Ferguson, Mrs. Katie, Clayton, La., Trustee, Concordia Parish Library.

Fisher, Mrs. W. G., Pres., New Orleans Library League, 1014 Aline St., New Orleans, La.

Flanders, Frances, Librarian, Ouachita Parish Public Library, 418 Jackson St., Monroe, La.

Foote, Lucy B., Chief Catalog Librarian, L. S. U. Library, Baton Rouge, La.

Fuller, Hilda Caroline, Reference Librarian, L. S. U. Library, Baton Rouge, La.

Gass, Ernest L., Vice-Pres., Library Board of Control, East Baton Rouge Parish Library, 1931 North St., Baton Rouge, La.

Gauthier, Lillian, Librarian, Lafayette High School, 1011 Lee Ave., Lafayette, La.

Gehring, Olive M., Hamilton Training School, S. L. I., Lafayette, La.

Germany, James T., Bookbinder, New Orleans Public Library, 3308 Carondelet St., New Orleans, La.

Gill, Mrs. Odile C., Librarian, Southeastern Louisiana College, Training School, Hammond, La.

Gillam, Helen Gray, Asst. Librarian, Southeastern Louisiana College, Box 176, College Station, Hammond, La.

Givens, Mrs. Thomas H., Asst. Circulation Librarian, Stephens Memorial Library, S. L. I., 625 Madison St., Box 357, Lafayette, La.

Glaser, Bernadine, Librarian, Carnegie Library, Lake Charles, La.

Godbold, Mrs. Lucille, Trustee Concordia Parish Library, Ferriday, La.

Golsan, Anne Beale, Sr., Cataloger, L. S. U. Library, 1950 Wisteria St., Baton Rouge 11, La.

Goodman, Bernice, New Orleans Public Library, Adult Dept., New Orleans, La.

Goodwin, Marie Louise, Librarian, Tangiapahoa Parish Library, Amite, La.

Gray, Mrs. C. P., 115 Louisville Ave., Monroe, La., Member, Ouachita Parish Public Library Board of Control.

Gray, Lillian C. (Mrs. S. R. Gray) Acting Librarian, Concordia Parish Library, Ferriday, La.

Greenberg, Adele, Circulation Asst., Prescott Memorial Library, Polytechnic Inst., Ruston, La.

Greer, Mrs. M. W. (Edna Prothro) Cotton Valley High School Librarian, Cotton Valley, La.

Gregory, Louise, Shreve Memorial Library, Shreveport, La.

Griffin, Alice, High School Librarian, Ruston, La.

Griffon, Clara, Acting Librarian, Pointe Coupee Parish Library, New Roads, La.

Gueymard, Mrs. Ernest A., Asst. Librarian, East Baton Rouge Parish Library, 700 Laurel St., Baton Rouge, La.

Guynes, Mrs. Vera, High School Librarian, Dry Prong, La.

Haas, Muriel, Howard-Tilton Library, Tulane University, New Orleans, La.

- Hall, Mrs. Augusta, Shreve Memorial Library, Shreveport, La.
- Hamilton, J. C., Executive, Arkansas Louisiana Gas Co., 1108 Ontario St., Shreveport, La.
- Hammett, Mae, Librarian, Northwestern State College, Elementary School, Natchitoches, La.
- Hanks, Mrs. Rubie M., Winn Parish Library, Winnfield, La.
- Harper, Peggy, Cataloger, L. S. U. Law Library, University Station, Baton Rouge 3, La.
- Harrington, Mildred P., Professor in Library School of L. S. U., 619 Delgado Drive, Baton Rouge, La.
- Harrington, Mrs. Roseanne (Mrs. D.A.) Librarian, Agriculture-BiologyLibrary L. S. U., Baton Rouge, La.
- Harris, Mary W., Director, Extension Dept., Louisiana State Library, Box 131 Baton Rouge, La.
- Hart, Helen, Branch Supervisor, New Orleans Public Library, New Orleans, La.
- Hayes, Mrs. Jack, Librarian, Ouachita Parish High School, 525 S. Grand St., Monroe, La.
- Hebert, Mary Alice, Instructor in Books and Library, L. S. U. Boyd Hall, Room 203, Baton Rouge, La.
- Hefley, Sue, State Supervisor of School Libraries, 18th Floor, State Capitol, Baton Rouge, La.
- Henderson S. H., Trustee, Concordia Parish Library, Ferriday, La.
- Hennigan, Mrs. Wilson P. Millicent, Cataloging Dept., Louisiana State University Library, Baton Rouge, La.
- Herdman, Dr. Margaret M., Professor, L. S. U. Library School, Baton Rouge, La.
- Herndon, Mrs. M. B., Circulating Dept. Tulane University, New Orleans, La.
- Hester, Mr. C. E., Madison Parish Library Board, Tallulah, La.
- Hill, Helen, Asst., Catalog Dept., New Orleans Public Library, 4224 Canal St., New Orleans, La.

Hill, Miss Katherine M., 638 Lafayette St., Baton Rouge, La. Vo

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- Hofmann, Mrs. D. L., Elementary School Librarian, 1411 Maple St., Winnfield, La.
- Hogan, Mildred, Research Librarian, State Dept. of Commerce & Industry, Baton Rouge 4, La.
- Holland, Mrs. S. B., Order Dept., Tulane University, 3003 Music St., New Orleans, La.
- Houston, Jane, Louisiana State Library, Baton Rouge, La.
- Howard-Tilton Memorial Library, Tulane University, New Orleans 15, La.
- Hughes, Mrs. Adrian, Howard-Tilton Memorial Library, Tulane University, New Orleans, La.
- Ives, C. A. Louisiana State Library Board, 940 Park Blvd., Baton Rouge, La.
- Jacob, Beatrix, L. S. U. Medical School Library, 1542 Tulane Ave., New Orleans, La.
- Jacobs, John Hall, Librarian, New Orleans Public Library, New Orleans, La.
- Jeanfreau, Olga, Teacher-Librarian, Asst. Principal, Destrehan High School, Destrehan, La. (Box 43).
- Jenkins, Harry M., Prop., The Jenkins Book Company, 1739 Bordeaux St., New Orleans 15, La.
- Jennings Public Library, Jennings, La.
- Johnson, Anna V., Library Consultant, Dept. of Higher Education, U. S. Military Government in Korea, HQ USAMGIK APO 235-Unit-2, %Postmaster, San Francisco, Calif.
- Johnson, Mrs. Leslie, Webster Parish Library Board, Rt. No. 4, Minden, La.
- Jones, Albert M., Library Board of Control, East Baton Rouge Parish Library, 2120 Convention St., Baton Rouge, La.
- Jones, Mrs. Guy R., Member, Lafourche Parish Library Board, Lockport, La.

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Jones, Mrs. Hoffman, Librarian, Morehouse Parish Library, Box 232, Bastrop, La.

Jones, Mrs. Julia, Shreve Memorial Library, Shreveport, La.

Jones, Sarah Irwin, Field Worker, Louisiana State Library, Box 131, Baton Rouge, La.

Joseph, Mrs. Eleanor, Rapides Parish Library, Alexandria, La.

Judice, Cecile M., Order Libr., Stephens Memorial Library, S. L. I., Lafayette, La.

Keighley, Alice, Howard-Tilton Memorial Library, Tulane University, New Orleans, La.

Keyes, Mrs. W. H., Librarian, Baker High School, Baker, La.

Klaus, Burnette G., Librarian Opelousas High School, Opelousas, La.

Klenk, Richard, Chief Acquisition Librarian, Hill Memorial Library, Louisiana State University, Baton Rouge, La.

Knighten, Loma, Librarian, S. L. I., 140 Clark Court, Lafayette, La.

Lafayette Parish Library, Lafayette, La.

Lane, Mrs. Margaret T., Librarian, L. S. U. Law Library, University Station, Baton Rouge, La.

Landry, Jacob S., Iberia Parish Library Board, P. O. Box 572, New Iberia, La.

Lanford, Mrs. T. B., Board Member, 6602 Gilbert Drive, Shreveport, La.

Laviolette, Mrs. Rose, Executive Secretary, New Orleans Public Library, New Orleans, La.

Leche, Laura, Marrero High School, Marrero, La.

Lefkovits, Ruth, Library Asst., Iberia Parish Library, Old Courthouse Bldg., New Iberia, La.

Leigh, Marjorie C., Cataloger, L. P. I. Library, Ruston, La.

Lemann, Harriet, Tulane University, Library, New Orleans, La.

Lemert, Louise Gray (Mrs. Harry M.), Asst. Libr., Northeast Jr. College of L. S. U., Box 426, Monroe, La.

Lester, Mrs. George, Louisiana State Library Board, Bains, La.

Levy, Captain Neville, New Orleans Public Library Board, 410 Camp St., New Orleans, La.

Liddell, Ann B., Ass't. to Director, Louisiana State University Library, Baton Rouge 3, La.

Lightfoot, Robert M., Jr., Asst. Librarian, La. Polytechnic Institute, Ruston, La.

Lind, Mrs. Vera S., Librarian, Forestry Sub-Branch, U.S.D.A. Library, New Orleans, La.

Livingston Parish Library, Livingston, La.

Loften, Leola H., Coushatta, La.

Logan, George King, Asst. Libn., New Orleans Public Library, New Orleans, La.

Louisiana College Library, Pineville, La.

Louisiana Polytechnic Institute Library, Ruston, La.

*Louisiana State Library, Box 131, Baton Rouge, La.

Louisiana State University, New Hill Memorial Library, Baton Rouge 3, La.

Louisiana State University Library School, Baton Rouge 3, La.

Louisiana State University, School of Medicine Library, New Orleans, La. Lyle, Guy R., Director of Libraries,

L. S. U., Baton Rouge, La.

Lyle, Mrs. Lellah H., Librarian, Richland Parish Library, Box 89, Rayville, La.

M. Clara, Sister, Principal, 602 Lakeview St., Pineville, La.

McClellan, Norris, Asst. Prof, L. S. U. Library School, Baton Rouge, La.

McDonald, Virginia, Librarian, Acadia Parish Library, Box 431, Crowley, La.

McGee, Mrs. Nancy Sexton, Teacher of Library Science, Louisiana Polytechnic Institute, Box 407, Tech Station, Ruston, La.

McGinty, Anita, Librarian of Juvenile Room of New Orleans Public Library, New Orleans, La.

McHenry, Mrs. A. G., Member Ouachita Parish Public Library Board of Control, 1810 Riverside, Monroe, La.

McKnight, Florien C., Librarian, Esso Labs., Standard Oil Co. of N. J., (La. Div.), Baton Rouge, La.

MacMillan, Mrs. W. B., Pres. of Board of Vermilion, Parish Library, 211 N. Washington, Abbeville, La.

McMillen, James A., Bibliographer, L.S.U. Library, Baton Rouge, La.

McMullan, T. N., Chief Circulation Librarian, Louisiana State Univ. Library, Baton Rouge, La.

McMullen, Mrs. T. N., Louisiana State Univ., Baton Rouge 3, La.

McNair, Nettie Rose, High School Librarian, Forest, La.

McSpadden, Alice, Librarian, Education Library, 227 Peabody Hall, La. State Univ., Baton Rouge, La.

Maddox, Miss Georgia E., Librarian, Louisiana College, 406 Elliott St., Alexandria, La.

Madison Parish Library, Tallulah, La. Maestri, Helen, Librarian, Francis T. Nicholls High School, 4506 St. Charles Ave., New Orleans, La.

Magdalene, Sister, Librarian, St. Matthews High School, Monroe, La.

Magee, Ella K., (Mrs. Everett C.), Bookkeeper, Louisiana State Library, Baton Rouge, La.

Mamalakis, Marie J., Stephens Memorial Library, S. L. I., Lafayette,

Marshall, Mary Louise, Librarian, R. Matas Medical Library, Asst. in charge, Orleans Parish Medical Society Library, 1430 Tulane Ave., New Orleans, La.

Martin, Mrs. Mike, Teacher-Librarian, Evergreen Branch Library, Route No. 3, Minden, La.

Mary Aidan, Sister, Principal Sacred Heart Academy, Morgan City, La.

Mary Aquin, Sister, O. P., Librarian Dominican H. S., 7214 St. Charles Ave., New Orleans 18, La. Mary Reginald, Sister, O. P., Dominican College Librarian, 7214 St. Charles Ave., New Orleans 18, La.

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Mason, Jean E. Librarian III, La. State Library, Extension Dept., 133 Convention St., Baton Rouge 6, La.

Mason, Marion, New Orleans Public Library, New Orleans, La.

Mays, Mrs. G. T., Jr., Member Bossier Parish Library Board, Benton, La.

Mercer, Mr. J. H., Member Bossier Parish Library, Benton, La.

Middleton, Elizabeth, Librarian Loyola Univ. School of Dentistry, 6363 St. Charles Ave., New Orleans 15, La.

Militello, Theresa, New Orleans Public Library, New Orleans, La.

Miller, Gula M., Librarian and Sec., Dept. of Biology and Medical Technology, Loyola Univ., New Orleans, La.

Miller, Marjorie, Half-time assistant, Southeastern Louisiana College Library, Hammond, La.

Mims, Dr. Mary, Extension Dept., L. S. U., University Station, Baton Rouge, La.

Miscuraca, Dorothy, Sec., Tangiapahoa Parish Library, Amite, La.

Moak, Frances, Librarian, Dept. of Nursing Education Library Charity Hospital School of Nursing, Library, 450 S. Claiborne Ave., New Orleans 13, La.

Mobley, Mildred, Librarian, Byrd High School, Shreveport 59, La.

Mogensen, Ann, Jenkins Book Store, 1739 Bordeaux St., New Orleans 15, La.

Montgomery, A. E., Ouachita Parish Library Board, 132 S. Grand St., Monroe, La.

Moody, Mrs. Sally, Shreve Memorial Library, Shreveport, La.

Moor, Mrs. Ruth, Head Catalog Dept., New Orleans Public Library, New Orleans, La.

Moore, Jewell, City Branch Supervisor, Shreve Memorial Library, Shreveport, La.

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Moore, Mrs. Olin D., Librarian, Many High School, Many, La.

Moore, Ruby, Librarian, Fair Park High School, Shreveport, La.

Morehouse Parish Library, (Lou Venia Gahagan, Librarian), Box 232, Bastrop, La.

Morgan, Mrs. Amy K., Librarian, Amite High School, Amite, La.

Morton, Mrs. Florrinell F., Director, Library School, L. S. U. Baton Rouge, La.

Mounce, Mattie Sue, Reference Librarian, Louisiana State Library, Baton Rouge, La.

Munson, Frances L., Reference Libn., L. P. I., Box 401, Tech Station, Ruston, La.

Murray, George, Vidalia, La., Trustee Concordia Parish Library.

Natchitoches Parish Library, Natchitoches, La.

New Orleans Library League, 1014 Aline St., New Orleans, La.

*New Orleans Public Library, Lee Circle and St. Charles Ave., New Orleans 13, La.

Northwestern State College Library, Natchitoches, La.

Norton, Mr. H. A., Member Calcasieu Parish Library Board, 1201 10th St., Lake Charles, La.

Olson, May, Binding Librarian, Box 8395, University Station, Baton Rouge, La.

Ouachita Parish Public Librarry, 418 Jackson St., Monroe, La.

Owen, Elsie, Stephen Memorial Library, Southwestern Louisiana Institute, Lafayette, La.

Paine, Ella, Librarian, Covington High School, Covington, La.

Parker, H. C., Pres., H. C. Parker Inc., 336 Camp St., New Orleans, La.

Patterson, Mr. H. G., Member, Calcasieu Parish Library Board, Sulphur, La.

Patton, Mrs. Virginia Taylor, P. O. Box 630, Tallulah, La.

Peace, Pearle, Librarian, Leesville

High School, 429 Cavanaugh Ave., Leesville, La.

Peairs, Mary Alice, Circulation Librarian, Northwestern State College, Natchitoches, La.

Pearce, Marshall, Webster Parish Library Board, Heflin, La.

Pellegrin, Mrs. Edna Mae T., Librarian, John McNeese Jr. College, *Lake Charles*, *La*.

Peltier, Mrs. Sidney, Member, Lefourche Parish Library Board, Thibodaux, La.

Peters, Evelyn, Librarian, Professional Library, 1835 Erato, New Orleans 13, La.

Peyronnin, Gladys, Asst., Adult Dept. New Orleans Public Library, New Orleans, La.

Phelps, C. Paul, Attorney at Law (Board Member), Ponchatoula, La.

Phillips, Jack, Mgr. Trade Dept., Macmillan Co., Ross and Okard Sts., Dallas 1, Texas.

Phillips, Lillian R., Librarian, Minden High School, Minden, La.

Phillips, Mrs. Ruby G., Librarian, Plain Dealing High School, Plain Dealing, La.

Pitcher, J. E., Webster Parish Library Board, Minden, La.

Pittman, Mrs. S. S., Jr., Asst Lib., Bossier City Parish Library, Bossier City, La.

Pointe Coupee Parish Library, New Roads, La.

Porche, Mrs. A., Teacher-Librarian, Thibodaux, La.

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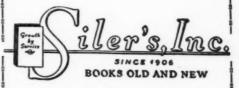
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